

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Honoring California's Veterans*



**Classification:** Associate Governmental Program Analyst (\$4255-\$5172)  
**Permanent, Full Time**

**Location:** Department of Veterans Affairs  
Farm and Home Loan Protection Administration Unit  
1227 O Street  
Sacramento, CA 95814

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. **SROA PROVISIONS APPLY.**

**Duties and Responsibilities:**

Under the direction of the Senior Property Agent the incumbent works independently to provide information to Farm and Home Management and all other agencies that monitor the Farm and Home Loan Protection Program exercising excellent customer service skills. Specific duties include:

- Analyze and process Fire and Hazard and Disaster Insurance corrections in the Mitas System.
- Formulate special reports from Mitas and provide summary information for Manager reports. Assist the Farm and Home Loan Protection Manager, Loan Services Operations Manager and the Division Chief on all issues related to the Home Protection Program. Process and reconcile Life and Disability premium refunds.
- Set up new premium policies as required. Work with Accounting to process refunds and other adjustments.
- Communicate with Cal-Vet Farm and Home Loan contract holders and their agents/contractors regarding insurance coverage.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street, Room 402  
Sacramento, CA 95814

**Inquiries:**  
Voice: (916) 653-1984  
TDD: (916) 653-1966

**Attn: Juanita Rios, Reference M80#131 06/07**

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

**Final Filing Date: May 25, 2007**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 831-453-5393-802 RELEASED: 5.09.07